



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5360.3J

BADJ

**20 NOV 1998**

## BASE ORDER 5360.3J

From: Commanding General

To: Distribution List

Subj: MILITARY FUNERAL SUPPORT

Ref: (a) MARCORMAN, par. 2819.3  
(b) MCO 5360.9  
(c) CMC White Letter 10-97  
(d) Marine Corps Drill and Ceremonies Manual, (NAVMC 2691)  
(e) DODFMR, par. 30137  
(f) DFAS-KC 7220.31-R  
(g) MCO P10120.28F  
(h) NAVCOMPT Manual, Vol 4

Encl: (1) One-hundred Mile Radius Map  
(2) Request for Military Funeral Support  
(3) Guide for Military Honors at Gravesite  
(4) After-Action Report  
(5) Bugler Request Form

1. Purpose. To provide policy and instructions for the provision of military funeral support.

2. Cancellation. BO 5360.3H.

3. Background. This Order amplifies references (a) through (c). It is the policy of Marine Corps Base to provide military honors, within 100 miles, for the funeral of eligible military and former military personnel, consistent with the provisions outlined herein.

#### 4. Information

a. Military Honors. Marine Corps Base, Camp Lejeune, will, upon request and available resources, provide military honors at the funeral of:

(1) All Armed Forces personnel who die while on active duty.

(2) Retired Armed Forces personnel.

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(3) Medal of Honor holders.

(4) All Honorably discharged Armed Forces personnel.

b. Area of Funeral Support. Enclosure (1) depicts and delineates the 100-mile radius around Camp Lejeune that requests for military honors may be supported. The 100-mile radius is only a guide and organizations may be assigned funerals outside the radius on a case-by-case basis as determined by the Base Adjutant.

c. Responsible Organization

(1) The organizational assignment schedule for military funeral support will be published annually by Bulletin in the 5360 series.

(2) In the event a second request is received which, because of the time element, cannot be handled by the assigned organization, the organization having alternate assignment as shown in the current Base Bulletin 5360 will respond. Normally, this Command will limit requests to two within the same time-frame.

d. Funeral Detail. A funeral detail to support the requirements in paragraph 4a above, will be comprised of the following:

(1) An officer or noncommissioned officer in charge (depending on the grade of the deceased).

(2) Six male pallbearers (of equal stature and physical structure).

(3) Firing party of seven Marines.

(4) A bugler (provided by the 2d Marine Division).

(5) A chaplain.

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e. Mass Casualty Assistance. In unusual circumstances, such as a mass casualty situation, an appropriate detail will be constituted from all organizations at Marine Corps Base.

f. Processing Military Funeral Requests. In consonance with enclosure (2), all military funeral requests will be processed by this Headquarters (Base Adjutant), at 451-2414/3031/3032 and/or the Command Duty Officer at 451-2414/3031/3032. Upon approval, this Headquarters will immediately transmit the information telephonically to the organization designated for action. Only the Base Adjutant or Adjutant Administrative Chief will notify the unit commander, executive officer, sergeant major, or adjutant at home after normal working hours.

g. Limitations

(1) All requests for funeral support must be received by the Base Adjutant or the Command Duty Officer in sufficient time to properly plan, prepare, and transport the funeral detail to the interment site.

(2) Funeral requests for "same day" support may have to be reduced in scope.

(3) Every attempt will be made to honor all funeral support requests at the level desired by the family.

(4) All requests will be referred to the Base Adjutant or Adjutant Administrative Chief for final determination.

h. Guide for Military Honors. Reference (d) and enclosure (3) contain the specific instructions and proper procedures to be used when conducting military honors.

i. Reimbursement for Meals. Specific guidelines for the reimbursement of costs when meals are missed are contained in references (e) and (f).

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j. Reimbursements for Uniform Cleaning Costs. Reimbursement for the cost of cleaning uniforms unusually soiled because of this duty may be obtained by submitting a Standard Form 1169, together with cleaning receipts, to the unit disbursing officer. Detailed instructions are contained in references (g) and (h).

5. Action

a. Commanding General, 2d Marine Division. Request provide field music, as available.

b. Organizational Commanders

(1) Be prepared to conduct funeral support in accordance with the schedule in the current Base Bulletin 5360.

(2) Provide training and equipment for personnel selected for funeral details.

(3) A command representative will notify the Adjutant and/or the Command Duty Officer when the funeral detail has departed Marine Corps Base.

(4) Upon conclusion of military honors provided, the command representative will advise the Base Adjutant and/or Command Duty Officer of the return time and any problems encountered.

(5) Ensure all funeral details are in Service "A" uniform unless otherwise directed.

(6) Submit an after-action report to the Base Adjutant per enclosure (4), the first working day following the funeral.

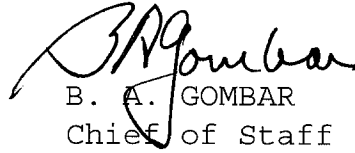
c. Base Adjutant

(1) Assume overall cognizance for military funeral support.

(2) Establish and maintain liaison with area funeral directors and provide information delineating Marine Corps Base military funeral support.

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6. Concurrence. This Order has been coordinated with and concurred in by the Commanding General, 2d Marine Division.

  
B. A. GOMBAR  
Chief of Staff

DISTRIBUTION: B Category II



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## REQUEST FOR MILITARY FUNERAL SUPPORT

1. TIME AND DATE OF REQUEST: \_\_\_\_\_
2. FUNERAL HOME NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_
- ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
- POINT OF CONTACT: \_\_\_\_\_
3. FIFTY MILE RADIUS OF CAMP LEJEUNE: YES \_\_\_\_ NO \_\_\_\_
4. NAME OF DECEASED: \_\_\_\_\_ SSN: \_\_\_\_\_ - -
5. DECEASED BRANCH OF SERVICE: \_\_\_\_\_ RANK: \_\_\_\_\_
- DATE OF SEPARATION: \_\_\_\_\_ - - TYPE OF SEPARATION: \_\_\_\_\_
- RETIRED / VETERAN / ACTIVE DUTY MEDAL OF HONOR YES / NO
6. CAUSE OF DEATH: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_
- PLACE OF DEATH: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
7. NOK NAME: \_\_\_\_\_ RELATION: \_\_\_\_\_ PHONE: \_\_\_\_\_
- ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_
8. DATE OF FUNERAL: \_\_\_\_\_ TIME FUNERAL DETAIL DESIRED AT FUNERAL HOME: \_\_\_\_\_
9. DATE OF BURIAL: \_\_\_\_\_ TIME FUNERAL DETAIL DESIRED AT CEMETERY: \_\_\_\_\_
10. DIRECTIONS TO REACH FUNERAL HOME OR PLACE OF BURIAL: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
11. CHAPLAIN REQUIRED: YES / NO DENOMINATION \_\_\_\_\_
12. FULL MILITARY FUNERAL SUPPORT \_\_\_\_\_ FLAG PRESENTATION ONLY \_\_\_\_\_
- TAPS YES / NO PALLBEARERS YES / NO FIRING SQUAD YES / NO

NOTE I: REQUESTS RECEIVED FOR FUNERAL SUPPORT ON RETIRED OR FORMER U.S. ARMY SERVICE MEMBERS WILL BE REFERRED TO THE U.S. ARMY CASUALTY SECTION, FORT BRAGG, N.C., PHONE (919) 396-9901, DSN 88-236-9901. THE INDIVIDUAL MAKING THE REQUEST WILL ALSO BE INFORMED THAT IN THE EVENT OF DIFFICULTY AT FORT BRAGG, WE INVITE A RETURN CALL FOR SUPPORT.

NOTE II: ALL REQUESTS FOR MILITARY HONORS WILL BE VERIFIED WITH THE VETERANS' SERVICE OFFICE OF ONSLOW COUNTY THROUGH A PRE-ESTABLISHED AGREEMENT BY DIALING 347-3309 AS TO CHARACTERIZATION OF SERVICE OF DECEASED SERVICE MEMBERS.

NOTE III: ALL REQUESTS MUST BE ACCOMPANIED BY A DD214.

NOTE IV: FUNERAL HOME REPRESENTATIVE MUST SIGN CERTIFYING THAT NO MONIES HAVE BEEN RECEIVED IN CONJUNCTION WITH THIS REQUEST.

\_\_\_\_\_  
(SIGNATURE)

BASE ADJUTANT, MARINE CORPS BASE  
CAMP LEJEUNE, N.C.  
FAX: (910) 451-2415  
PHONE: (910) 451-2414

ENCLOSURE (2)

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## GUIDE FOR MILITARY HONORS AT GRAVESITE

1. When the detail is in position and upon signal of the OIC/SNCOIC/NCOIC of the detail, the pallbearers remove the casket from the hearse. The OIC/SNCOIC/NCOIC commands, "PRESENT ARMS," at which time the escort and all uniformed personnel will execute present arms. The pallbearers will carry the casket to the grave and place it on the lowering device of the grave; then face the casket and remain standing at attention. The flag will remain draped over the casket.

a. The clergy precedes the casket to the grave.

b. The family of the deceased follows the pallbearers and goes to their designated positions.

c. Once the casket has been placed on the lowering device and the family has arrived, the OIC/SNCOIC/NCOIC commands ORDER, ARMS; PARADE, REST. Members of the detail execute parade rest.

d. The clergy conducts the commitment services.

2. After the commitment services:

a. The OIC/SNCOIC/NCOIC in charge of the firing party then gives the command for firing volleys. The firing party executes present arms after completion of three volleys.

b. The pallbearers come to attention on the command of the OIC/SNCOIC/NCOIC and salute on his command for present arms.

c. The clergy come to attention and, if in uniform, salute.

d. The field music takes position at the head of the grave on the OIC/SNCOIC/NCOIC'S command to present arms. (The OIC/SNCOIC/NCOIC may direct that the field music assume a position forward of and to the flank of the gravesite, or any other position so designated, rather than directly at the head of the grave.) He salutes, then sounds Taps immediately after the

ENCLOSURE (3)



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last volley and upon the firing party's execution of present arms. After sounding Taps, the field music salutes again, faces about and withdraws to his predesignated location.

3. After the last note of Taps has sounded:

a. The OIC/SNCOIC/NCOIC brings the detail to order arms.

b. The pallbearers fold the flag in the prescribed manner and hand it to the OIC/SNCOIC/NCOIC of the ceremony, and stay in place until flag is presented to the next-of-kin, march away, fall out and withdraw.

c. The OIC/SNCOIC/NCOIC presents the folded flag to the next-of-kin in a dignified manner with a short statement such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your (relationship)."

d. After presenting the flag to the next-of-kin, the OIC/SNCOIC/NCOIC renders a salute, marches away, falls out and withdraws.

e. After the flag is presented to the next-of-kin, the firing party marches away, unload and inspect rifles, then fall out and withdraw.

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## FUNERAL DETAIL AFTER ACTION REPORT

The report below constitutes the complete reporting requirement from Congress and the DOD. Items that are not applicable for a specific funeral will be left blank. The importance of this data cannot be emphasized enough. The most important pieces of info that will be provided is the financial information requested in questions V and W. These comments will be consolidated at HQMC and submitted on a monthly basis to the SECNAV (M-RA) for the annual report to Congress.

Any questions or concerns regarding this requirement should be directed to the Base Adjutant at 451-2414.

1. Upon completion of each funeral, the following information must be submitted to the Base Adjutant within 3 days after a funeral service.

A. SOCIAL SECURITY NUMBER OF DECEASED (NNNNNNNNN): \_\_\_\_\_

B. NAME OF DECEASED: \_\_\_\_\_

C. DATE WHEN REQUEST FOR FUNERAL SUPPORT WAS RECEIVED (YYMMDD): \_\_\_\_\_

D. DATE OF FUNERAL (YYMMDD): \_\_\_\_\_

E. MILITARY GRADE OF DECEASED (E-1, W-1, O-1): \_\_\_\_\_

F. SERVICE OF THE DECEASED:

- ☐ MARINE CORPS
- ☐ AIR FORCE
- ☐ NAVY
- ☐ ARMY
- ☐ COAST GUARD
- ☐ ARMY AIR CORPS
- ☐ MERCHANT MARINES
- ☐ OTHER (I. E. Dignitaries, U.S. Surgeon General)

G. STATE WHERE FUNERAL TOOK PLACE (TWO DIGIT POSTAL ABBREVIATION): \_\_\_\_\_

ENCLOSURE (4)

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## **FUNERAL DETAIL AFTER ACTION REPORT**

**H. TITLE OF UNIT PROVIDING MILITARY HONORS:**

- ☐ HEADQUARTERS AND SUPPORT BATTALION
- ☐ RESERVE SUPPORT UNIT
- ☐ MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
- ☐ MARINE CORPS ENGINEER SCHOOL
- ☐ SCHOOL OF INFANTRY
- ☐ NAVAL HOSPITAL
- ☐ FIELD MEDICAL SERVICE SCHOOL
- ☐ WEAPONS TRAINING SUPPORT BATTALION

**I. RUC FOR UNIT PROVIDING MILITARY HONORS (5-DIGIT RUC):**

- ☐ 31001 (HQSPTBN)
- ☐ 31015 (RSU)
- ☐ 31301 (MCCSSS)
- ☐ 31401 (MCES)
- ☐ 31340 (SOI)
- ☐ 68902 (NAVHOSP)
- ☐ 31450 (FMSS)
- ☐ 31012 (WTBN)

**J. MCC FOR UNIT PROVIDING MILITARY HONORS (3-DIGIT MCC):**

- ☐ 013 (HQSPTBN)
- ☐ 013 (RSU)
- ☐ J15 (MCCSSS)
- ☐ 013 (MCES)
- ☐ KAA (SOI)
- ☐ NAVAL HOSPITAL
- ☐ 013 (FMSS)
- ☐ 013 (WTBN)

ENCLOSURE (4)

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## FUNERAL DETAIL AFTER ACTION REPORT

**K. SERVICE OF UNIT PROVIDING HONORS:**

- ☐ USMC
- ☐ USA
- ☐ USN
- ☐ USAF
- ☐ USCG

**L. COMPONENT OF THE SERVICE PROVIDING THE FUNERAL HONORS:**

- ☐ ACTIVE DUTY
- ☐ RESERVE
- ☐ GUARD

**M. PLACE OF INTERMENT/INURNMENT:**

- ☐ NATIONAL CEMETERY
- ☐ STATE CEMETERY
- ☐ BASE/POST CEMETERY
- ☐ PRIVATE CEMETERY
- ☐ ARLINGTON NATIONAL CEMETERY
- ☐ OTHER

**N. HONOR FUNCTIONS REQUESTED (CHECK ALL THAT APPLY):**

- ☐ FLAG FOLDING AND/OR PRESENTATION
- ☐ TAPS
- ☐ FIRING PARTY
- ☐ PALL BEARERS
- ☐ CHAPLAIN
- ☐ FLYOVER
- ☐ EXPANDED HONORS (COLOR GUARD, DRILL TEAM, CAISSON)

**O. REQUESTER'S RELATIONSHIP TO DECEASED:**

- ☐ FUNERAL DIRECTOR
- ☐ FAMILY MEMBER
- ☐ FRIEND OF FAMILY

ENCLOSURE (4)

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## **FUNERAL DETAIL AFTER ACTION REPORT**

**P. STATUS OF THE DECEASED:**

- ☐ ACTIVE DUTY
- ☐ RETIRED FROM ACTIVE DUTY
- ☐ NATIONAL GUARD (ACTIVE DUTY)
- ☐ NATIONAL GUARD (NOT ON ACTIVE DUTY)
- ☐ NATIONAL GUARD (RETIRED)
- ☐ RESERVE (ON ACTIVE DUTY)
- ☐ RESERVE (NOT ON ACTIVE DUTY)
- ☐ RESERVE (RETIRED)
- ☐ VETERAN (SOMEONE WHO SERVED, BUT DID NOT RETIRE FROM THE MILITARY)

**Q. FUNCTIONS PROVIDED (CHECK ALL THAT APPLY):**

- ☐ FLAG FOLDING AND/OR PRESENTATION
- ☐ TAPS
- ☐ FIRING PARTY
- ☐ PALL BEARERS
- ☐ CHAPLAIN
- ☐ FLYOVER
- ☐ EXPANDED HONORS (COLOR GUARD, DRILL TEAM, CAISSON)

**R. HOW WERE TAPS PROVIDED?**

- ☐ MILITARY BUGLER (ACTIVE DUTY, GUARD, RESERVE)
- ☐ CIVILIAN/CONTRACT/ROTC BUGLER
- ☐ VETERAN SERVICE ORGANIZATION BUGLER
- ☐ TAPE OR CD RECORDING
- ☐ NONE PROVIDED

**S. ROUND TRIP DISTANCE, ROUNDED TO THE NEAREST MILE, FROM THE MUSTER POINT TO THE FUNERAL:** \_\_\_\_\_

**T. TOTAL TIME, ROUNDED TO THE NEAREST HOUR, THE DETAIL MEMBERS SPENT AWAY FROM THEIR PRIMARY MISSION/DUTIES TO ATTEND THE FUNERAL:** \_\_\_\_\_

ENCLOSURE (4)

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## FUNERAL DETAIL AFTER ACTION REPORT

### U. NUMBER OF DETAIL MEMBERS FROM EACH SERVICE:

\_\_\_\_\_ USMC  
 \_\_\_\_\_ ARMY  
 \_\_\_\_\_ NAVY  
 \_\_\_\_\_ USAF  
 \_\_\_\_\_ USCG

### V. FOR ACTIVE DUTY DETAIL PARTICIPANTS, PROVIDE (ROUND FINANCIAL DATA TO NEAREST DOLLAR):

\_\_\_\_\_ NUMBER OF DETAIL MEMBERS  
 \_\_\_\_\_ TOTAL PER DIEM  
 \_\_\_\_\_ TOTAL LODGING COST  
 \_\_\_\_\_ TOTAL AIR TRAVEL COST  
 \_\_\_\_\_ TOTAL GROUND TRAVEL COST

USE THIS FORMULA: OPERATIONS COST x MILAGE OR TIME = DRIVER WAGE (IF CIVILIAN)

#### OPERATION COSTS:

44 PAX BUS: \$5.54/HR or .45/MI  
 15 PAX VAN: .40/HR or .10/MI

CIVILIAN BUS DRIVER WAGES (AVG):  
 \$15.30/HR

\_\_\_\_\_ TOTAL COST FOR OTHER EXPENDATURES (UNIFORM MAINTENANCE  
 @ \$12/SERVICE MEMBER

### W. FOR RESERVE DETAIL PARTICIPANTS, PROVIDE (ROUND FINANCIAL DATA TO THE NEAREST DOLLAR):

\_\_\_\_\_ NUMBER OF SELECTIVE RESERVE DETAIL MEMBERS  
 \_\_\_\_\_ NUMBER OF MILITARY TECHNICIAN DETAIL MEMBERS  
 \_\_\_\_\_ NUMBER OF ACTIVE GUARD RESERVE DETAIL MEMBERS  
 \_\_\_\_\_ NUMBER OF IMA RESERVE DETAIL MEMBERS  
 \_\_\_\_\_ NUMBER OF IRR RESERVE DETAIL MEMBERS  
 \_\_\_\_\_ TOTAL PAY COST  
 \_\_\_\_\_ TOTAL PER DIEM  
 \_\_\_\_\_ TOTAL LODGING COST  
 \_\_\_\_\_ TOTAL AIR TRAVEL COST  
 \_\_\_\_\_ TOTAL GROUND TRAVEL COST  
 \_\_\_\_\_ TOTAL COST FOR OTHER EXPENDATURES

ENCLOSURE (4)

## FUNERAL DETAIL AFTER ACTION REPORT

**X. FOR VETERANS SERVICE ORGANIZATION PARTICIPANTS, PROVIDE:**

- \_\_\_\_\_ NUMBER OF AMERICAN LEGION MEMBERS
- \_\_\_\_\_ NUMBER OF VETERANS OF FOREIGN WARS MEMBERS
- \_\_\_\_\_ NUMBER OF VIETNAM VETERANS OF AMERICA MEMBERS
- \_\_\_\_\_ NUMBER OF AMERICAN VETERANS MEMBERS
- \_\_\_\_\_ NUMBER OF FLEET RESERVE MEMBERS
- \_\_\_\_\_ NUMBER OF MARINE CORPS LEAGUE MEMBERS
- \_\_\_\_\_ NUMBER OF COMBINATION OF VETERANS ORGANIZATION VOLUNTEERS MEMBERS
- \_\_\_\_\_ TOTAL REIMBURSEMENT COST (ROUNDED TO THE NEAREST DOLLAR)
- \_\_\_\_\_ TOTAL COST OF OTHER EXPENDATURES (ROUNDED TO THE NEAREST DOLLAR)

**Y. FOR OTHER DETAIL PARTICIPANTS, PROVIDE:**

- \_\_\_\_\_ NUMBER OF ROTC MEMBERS
- \_\_\_\_\_ NUMBER OF CONTRACTED DETAIL PARTICIPANTS
- \_\_\_\_\_ NUMBER OF OTHER DETAIL PARTICIPANTS (RETIRES, ETC.)
- \_\_\_\_\_ TOTAL CONTRACT REIMBURSEMENTS (ROUNDED TO THE NEAREST DOLLAR)
- \_\_\_\_\_ TOTAL COST FOR OTHER EXPENDATURES (ROUNDED TO THE NEAREST DOLLAR)

**Z. IF THE FUNERAL COULD NOT BE SUPPORTED AS REQUESTED, INDICATE THE ONE MAIN REASON WHY:**

- ☐ FAMILY DECLINED HONORS OFFERED
- ☐ TRAINED MANPOWER NOT AVAILABLE
- ☐ MULTIPLE FUNERALS AT THE SAME TIME
- ☐ GEOGRAPHIC DISTANCE
- ☐ INSUFFICIENT NOTIFICATION TIME
- ☐ NO BACK UP UNIT AVAILABLE
- ☐ OTHER (WRITE IN REASON) \_\_\_\_\_

REMARKS:

ENCLOSURE (4)

2d Marine Division Band  
**Bugler Request Form**

*Fax to: GySgt Richard Bean, Drum Major at **451-2937***

*Confirm Fax Receipt at: 451-5912/1814*

From: SNCOIC, Burial Detail, \_\_\_\_\_  
(Command)

To: Drum Major, 2d Marine Division Band

Subj: REQUEST FOR BUGLER SUPPORT

Last Name of Deceased: \_\_\_\_\_

Circle Branch of Service:

Army                  Marine                  Navy                  Air Force                  Coast Guard

Date: \_\_\_\_\_ Uniform: \_\_\_\_\_

Time of Service: \_\_\_\_\_ Location: \_\_\_\_\_

Time of Internment: \_\_\_\_\_ Location: \_\_\_\_\_

Bugler will be picked up from Bldg. #323 at: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

**NOTE:** Bugler support is only confirmed by phoncon with **GYSGT BEAN, CWO3 ESTEP, or GYSGT LAIRD at: 451-5912/1814!!!!!!**

Enclosure (5)